



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

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December 5, 2011

### ADDENDUM NO. 2 TO ALL OFFERORS:

Reference - Request for Proposal:  
Commodity:

RFP #12-02-RB  
Operation & Maintenance of the Kim Stan Landfill  
Superfund Site

Dated:  
For Delivery To:  
Proposal Due:

October 27, 2011  
Department of Environmental Quality  
December 15, 2011, 2:00 p.m.

Pre-proposal Conference:

November 17, 2011, 10:30 a.m.

The above is hereby changed to read:

**See attached responses to FINAL questions.**

Note: A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document also must be signed.

Sincerely,

Renee Bishop  
Contract Officer  
Phone: (804) 698-4061

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

**Questions/Answers/Clarifications/Changes:**

- 1. How will the contractor be reimbursed for rental vehicles, tolls, etc. during the transition period?**

Only time and mileage will be reimbursed, all other reimbursement will be based on the hourly rate provided in Item B of the Pricing Schedule.

- 2. What if non-routine activities involve types of labor other than those listed in the RFP (Project Manager, Engineer, Technician/Laborer)?**

Since it is not possible to predict every type of labor that may be required for non-routine activities, and in order to evaluate all proposals fairly, please include hourly rates for the Project Manager, Engineer, and Technician/Laborer. DEQ understands that specialized labor may be required to perform certain activities, which can be considered should such a situation arise.

- 3. Page 10 of the RFP indicates that proposals should be organized in order in which the requirements are presented in the RFP; what page of the RFP begins to discuss requirements?**

The RFP begins to discuss requirements as listed in Specific Proposal Instructions on page 11.

- 4. Does the contractor inherit the existing SAP or does a new SAP have to be prepared? And where should those costs be reflected?**

The existing SAP requirements are inconsistent with the RFP. For example, the SAP specifies laboratory analysis (method) and QA/QC requirements under the EPA Contract Lab Program (CLP) which is not consistent with the requirements in the RFP (e.g., target analytes, monitoring wells, accreditation under VELAP, SW-846 Method requirements, etc.). Please clarify. Are there any project specific QA/QC requirements and Data Quality Objectives (assuming that the use of CLP program is not required)?

The RFP (Page 6, Section III.C, Monitoring) indicates "The Contractor shall develop a project specific sampling and analysis plan incorporating groundwater monitoring and performance monitoring. The Contractor should consult Section 6.0 of the O&M Manual dated September 2011 regarding the performance monitoring component."

**As clarified in your addenda, where conflicts exist between the RFP and O&M Manual requirements, the RFP requirements will be followed. Please clarify if an independent Project Specific SAP must be prepared. If yes, is there a specific guidance that should be followed (EPA? DEQ?). If yes, please clarify how this project specific SAP should relate to the existing SAP. Note, as we indicated above the existing SAP requirements are in parts inconsistent with the RFP. Several other sections of the RFP also refer to the use of existing SAP, which as mentioned before is not consistent with some of the RFP requirements.**

A new SAP will be developed by the contractor and those costs should be included in Item A of the Pricing Schedule. DEQ recognizes that there are discrepancies between the existing SAP and the requirements of the RFP, hence the requirement to develop a project specific SAP. For example, the existing SAP includes data validation which will not be necessary under this contract. In the case of a discrepancy between the RFP and the existing SAP, the RFP would take precedence. Although the RFP does not require data validation as called for under the CLP, the QA/QC and DQOs should remain the same. EPA guidance should be followed when developing the project specific SAP.

**5. Who will pay the utility costs and should they be included in the Pricing Schedule?**

Utility costs will be paid for by DEQ and should not be included in the Pricing Schedule.

**6. Who will pay lab costs and should they be included in the Pricing Schedule?**

The contractor will be responsible for lab costs and they should be included in the Pricing Schedule.

**7. Does DEQ plan to use its own labs for the analytical work?**

DEQ will not be responsible for completing any laboratory analytical work.

**8. See Item No. 5 of Addendum 1: Does DEQ consider taxes paid by the contractor on subcontractor services to be a reimbursable cost by DEQ to the contractor for non-routine work?**

Taxes paid by the contractor for non-routine work will be reimbursable.

- 9. See Item No. 11 of Addendum 1: Please define what is meant by “maintain a presence at the Kim Stan Landfill” as used in the DEQ response.**

The O&M responsibilities require only periodic site visits. It is DEQ’s expectation that the contractor will continually evaluate the Kim Stan Landfill holistically and serve as DEQ’s on-site agent. See also Item No. 32 of Addendum 1.

- 10. Lab Data Deliverables – Are there any specific requirements? Should the lab data package consist of a specified Level of detail (e.g., Results only package with basic QA/QC summary, or comprehensive package with full QA/QC presentation)?**

A recent quarterly monitoring report was provided as part of the RFP. The format of the analytical data provided in the report is acceptable.

- 11. What is the file format of the EPA/DEQ database for entry of site sample data?**

See the DEQ response to Item No. 6 of Addendum 1. Microsoft Access is the current database.